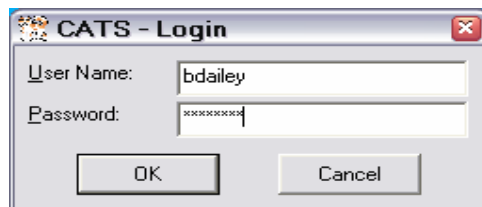
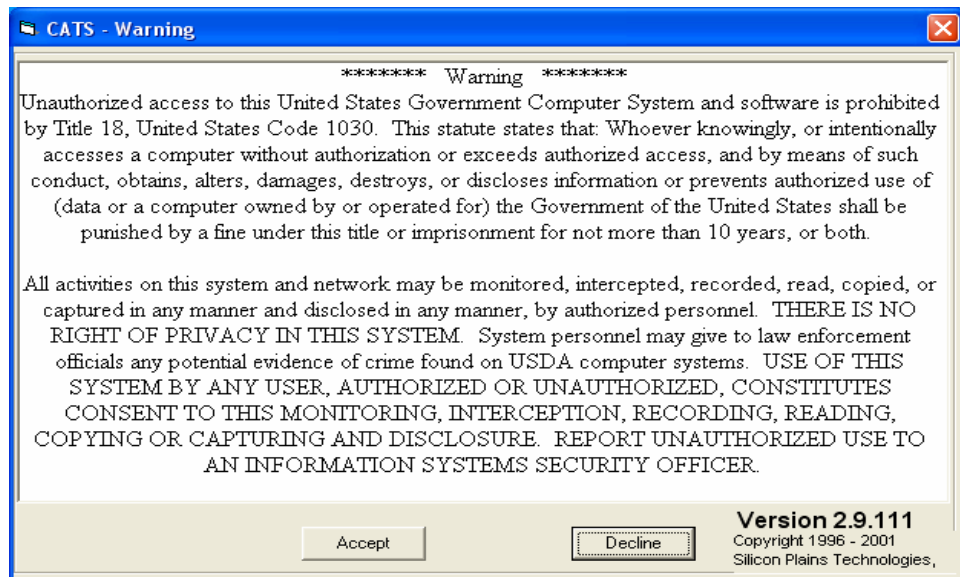




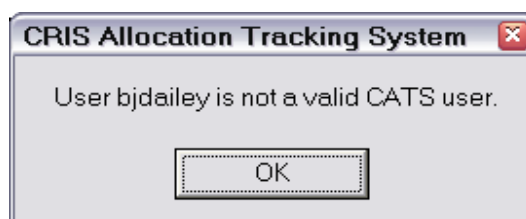
INSTALLATION AND LOGIN

- Installation Procedures are available via the MWA CATS Website for downloading and installing the CATS program – <http://www.mwa.ars.usda.gov/adp/cats.shtml>. Please read and follow the instructions exactly as written. Once installed, a CATS icon will be placed on the computer desktop. If not, go to C:\Program Files\Cats, right select the **cats.exe** file and send to the desktop (create shortcut). CATS users will be notified when new releases are posted on the website, along with instructions for downloading and upgrading files.
- Login
 - Double click the CATS icon on the desktop to bring up the following warning message. Press **Accept** to continue.



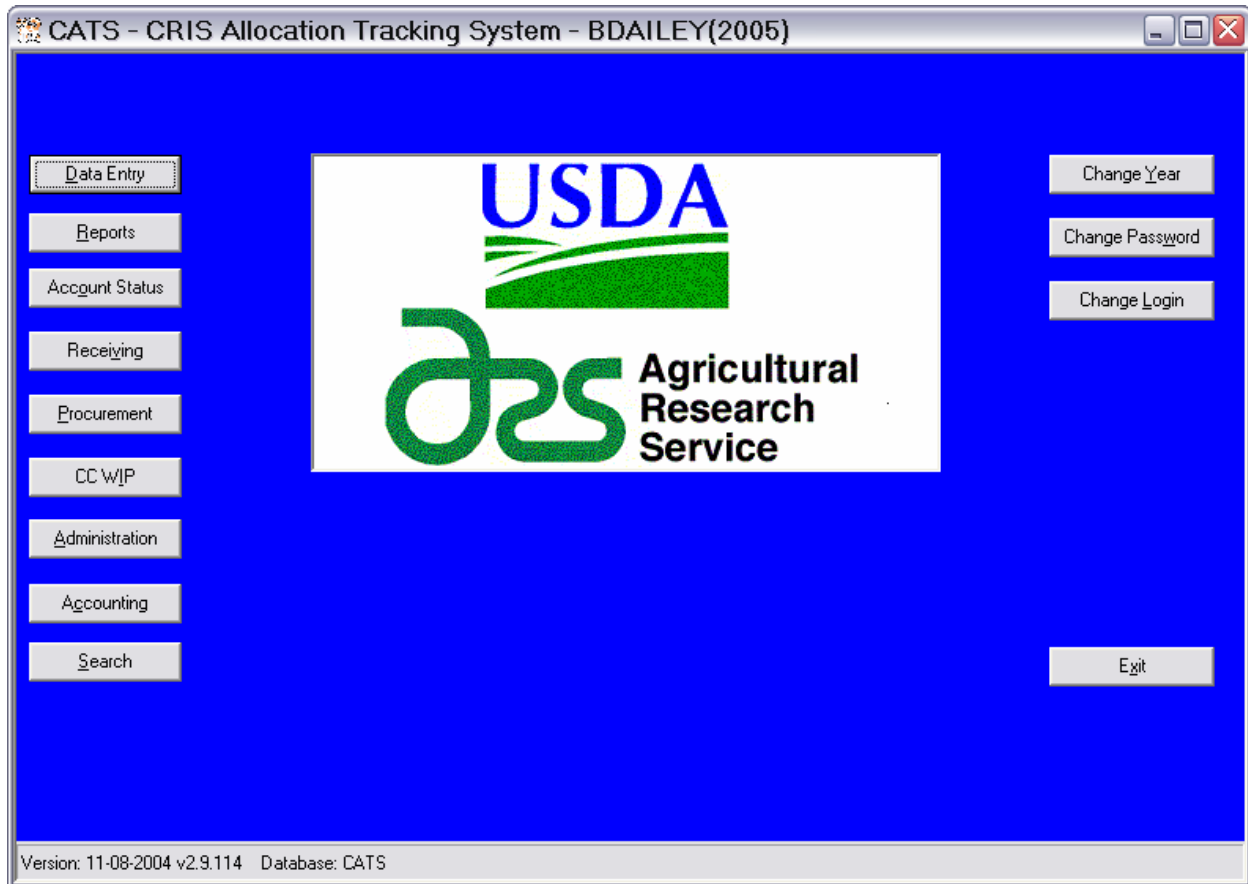
Enter your user name (maximum of 8 characters) and password, then press OK. Passwords are NOT case sensitive.

- If the following error is received after entering the user login name and password, the problem may be an invalid user name, password, OR there may be no connection to the CATS server (check to ensure there is a valid internet connection).



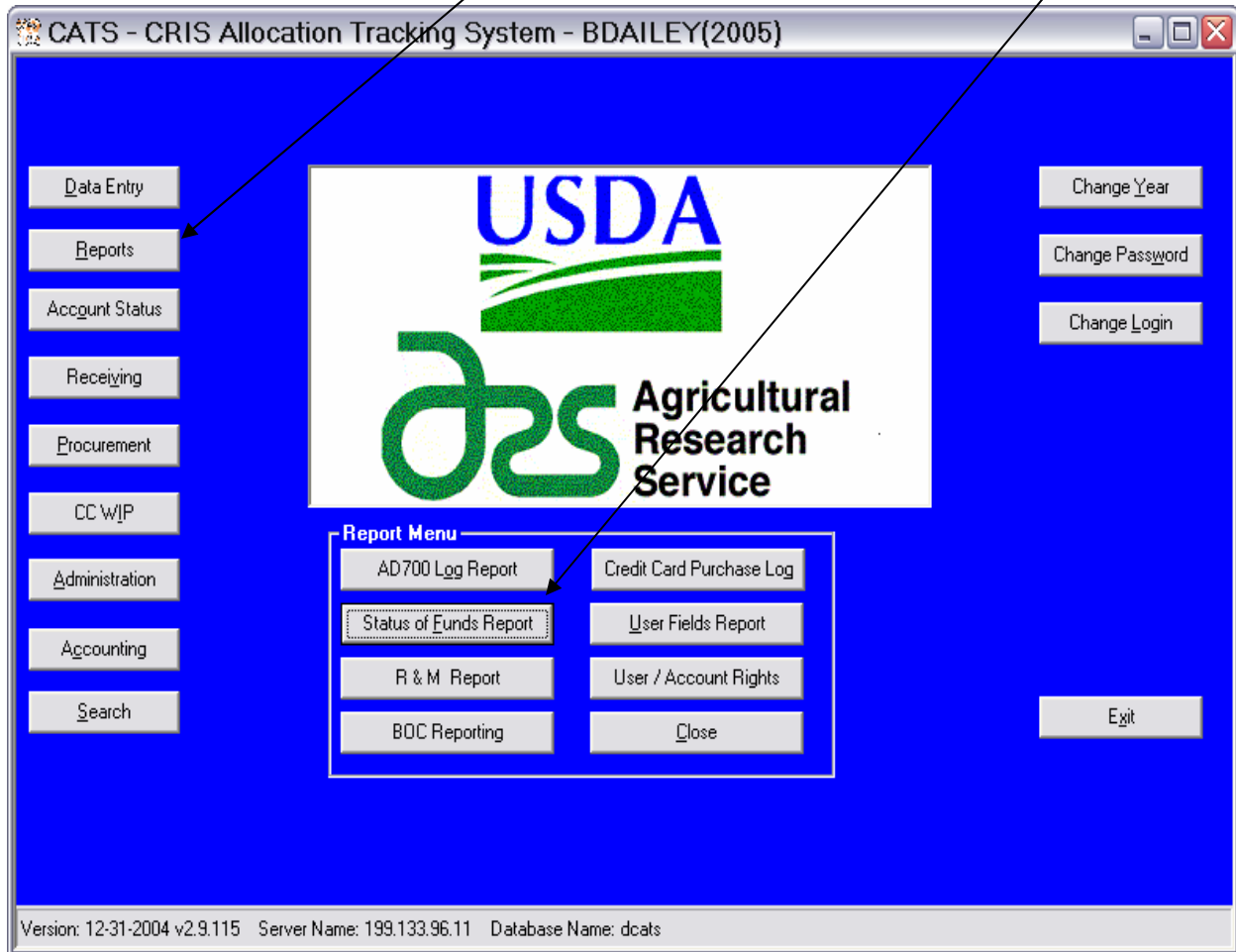
Fundholders may utilize CATS to simply access the program for the status of their MU account(s) or to run Status of Fund reports prior to the date the reports are provided by the LAO.

Logging into CATS from your desktop will bring up the license and login screens as indicated under the Installation procedures. After logging in, the Main Menu will be displayed.



Status of Funds Reports

To run a Status of Fund report, select *Reports* from the Main Menu, then select *Status of Funds Report*.



The following instructions will guide fundholders through the options available for data to be included in the SOF.

Status of Funds Report:

- Select **Status of Funds Report** from the Reports Menu
- Select type of report desired
- Select Report Components
- Select Location
- Select Account(s)
- Ledger date – leave blank
- Select Column choices to be displayed on cover page
- To include Attachments, select the radio button “Include Attachment” and select the type of attachments to be included
- Select **Print** to view a Print Preview of the report

The image displays three overlapping screenshots of the "CATS - Status of Funds Report - Selection Criteria" dialog box, illustrating the configuration steps for the report.

Top Screenshot: Shows the "Report:" dropdown set to "Status of Funds By Account Code". The "Report Components:" list includes "Status of Funds By Account Code", "Status of Funds Summary By Location", and "Status of Funds Summary By Sub Account".

Middle Screenshot: Shows the "Report Components:" dropdown set to "By Sub Account With Account Code Cover Page". The "Location(s):" list includes "By Account Code Only", "By Sub Account Only", "By Sub Account With Account Code Cover Page", and "3604 - Columbus, OH".

Bottom Screenshot: Shows the "Report:" dropdown set to "Status of Funds By Account Code". The "Report Components:" dropdown is set to "By Sub Account With Account Code Cover Page". The "Location(s):" list includes "3601 - Peoria", "3602 - W. Lafayette, IN", and "3604 - Columbus, OH". The "Account Code(s):" list includes "4013602110-CROP PRODUCTION AND PEST CONTROL", "4013602115-NATIONAL SOIL EROSION RESEARCH LABORATORY", and "4013602120-LIVESTOCK BEHAVIOR". The "Ledger Date:" is set to "09/30/2004". The "Column Choices for Cover Page(s)" section has three radio buttons: "Reconciled, Unreconciled, Working, and Total Obligations/Commitments" (selected), "Reconciled, Unreconciled (includes Working), and Total Obligations/Commitments", and "Total Obligations/Commitments only (no detail columns)". The "Include Attachments:" checkbox is checked. The "Attachment Choices" section has four radio buttons: "Unreconciled Only (with Total)", "Reconciled Only (with Total)", "Both (reconciled and unreconciled listed separately with a total after each)" (selected), and "Merged (reconciled and unreconciled sorted together with only one total at the end)". The "Print" and "Cancel" buttons are visible on the right.

- Status of Funds by Management Unit cover page - print preview

SOF By AccountCode

92% 1 / 1+

powered by crystal

Preview

6000 SUPPORT EFFORT	424,201.00	451,531.91	17,676.80	0.00	469,208.71	-45,007.71
SUBTOTAL	735,001.00	760,458.75	28,854.51	0.00	789,313.26	-54,312.26
<u>CONTRACT SUPPLIES & SERVICES</u>						
2000 SUPPORT SERVICES	290,000.00	0.00	0.00	0.00	0.00	290,000.00
2100 TRAVEL & TRANSP OF PERSON	54,000.00	27,758.90	0.00	7,333.41	35,092.31	18,907.69
2200 TRANSPORTATION OF THINGS	1,000.00	1,457.90	0.00	0.00	1,457.90	-457.90
2300 RENTS, COMMUNICATIONS & U	0.00	3,434.96	0.00	215.01	3,649.97	-3,649.97
2400 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00	0.00
2500 OTHER SERVICES	3,000.00	54,034.99	0.00	4,576.80	58,611.79	-55,611.79
2530 REPAIR, ALTER OR MAINT OF	12,500.00	41,702.25	0.00	4,874.01	46,576.26	-34,076.26
2554 RESEARCH	4,950.00	25,300.00	0.00	-3,000.00	22,300.00	-17,350.00
2600 SUPPLIES AND MATERIALS	276,245.00	286,120.04	0.00	20,679.81	306,799.85	-30,554.85
SUBTOTAL	641,695.00	439,809.04	0.00	34,679.04	474,488.08	167,206.92
<u>EQUIPMENT</u>						
3100 EQUIPMENT	0.00	83,075.11	0.00	14,610.28	97,685.39	-97,685.39
3200 LANDS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	83,075.11	0.00	14,610.28	97,685.39	-97,685.39
<u>EXTRAMURAL</u>						
4000 EXTRAMURAL SUPPORT	0.00	13,500.00	0.00	0.00	13,500.00	-13,500.00
SUBTOTAL	0.00	13,500.00	0.00	0.00	13,500.00	-13,500.00
ALLOTHER TOTAL	641,695.00	536,384.15	0.00	49,289.32	585,673.47	56,021.53
ACCOUNT TOTAL	1,376,696.00	1,296,842.90	28,854.51	49,289.32	1,374,966.73	1,709.27

Close

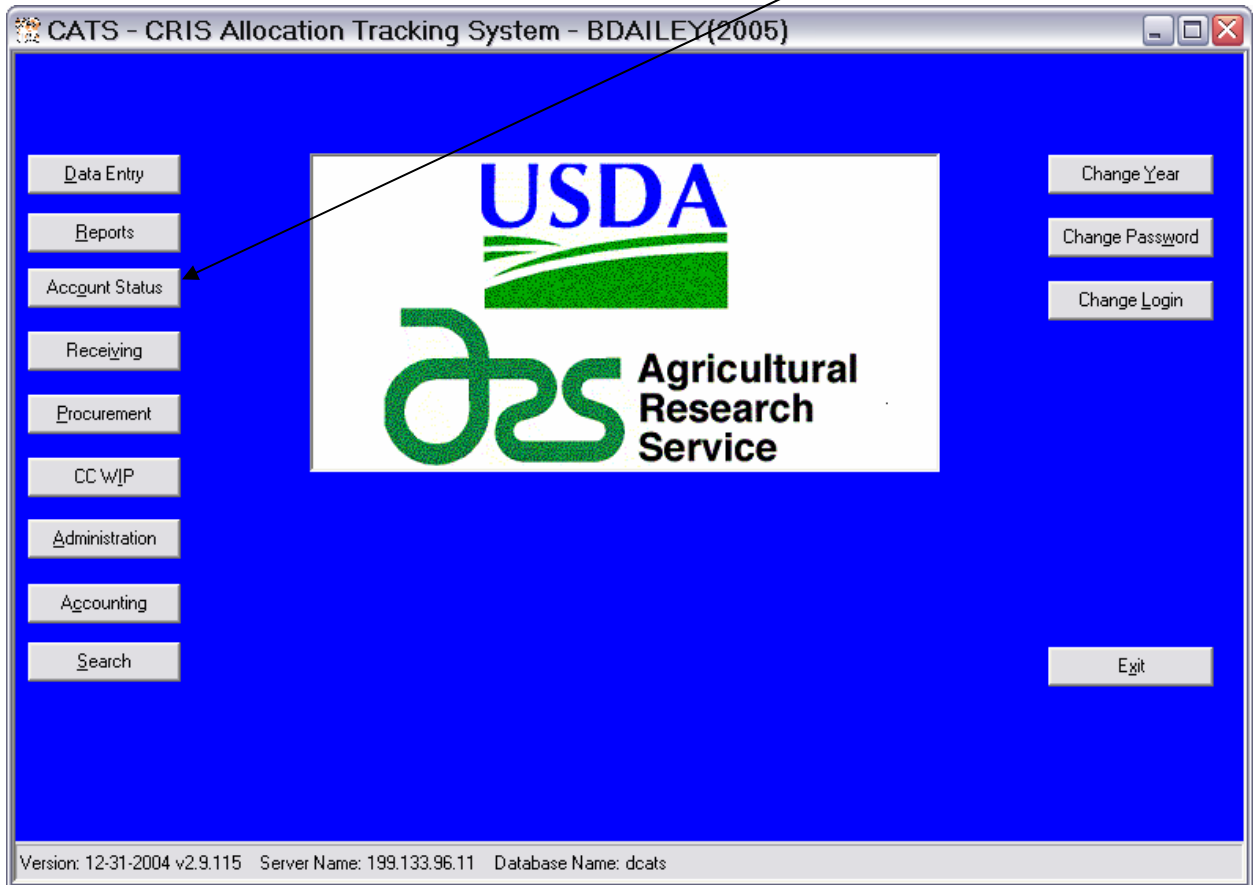
Print the Report:

- Select the Printer icon in the top left corner.
- At the Printer setup screen, select the destination printer for the report.
- Select **OK**.
- The next print screen allows the selection of pages to be printed and/or the number of copies desired. Select **OK**.

NOTE: If the computer has Adobe PDF as a printer selection, the report may be printed to the Adobe print file and saved to the computer for future reference, or select the Export Icon in the top left corner to export the report to another format, i.e. Adobe PDF, Excel, etc..

Viewing Account Status

To view the status of the account without running a report, select ***Account Status*** from the Main Menu



The Account Status screen will be displayed. Most fundholders will have default Accounting Code(s) specific to the Management Unit – i.e., X01 for Appropriated funds, X08 for Reimbursable Agreements, X91 for CRADAs, or X93 for Trust Agreements.

CATS - CRIS Allocation Tracking System - BDAILEY(2005) - [CATS - Account Status]

Year: 2005 Management Unit: 5013601925 MWA AD

SubAccount: 000 - Only One

☐ Show Salary ☐ Show Non-Sal

☐ Do Not Show Working AD700s

Select documents for the date range: _____ to _____
(Enter dates as MM/DD/YYYY)

Reconciled Date: _____

☐ Show Reconciled ☒ Show Unreconciled ☐ Show All

Dollar Amount to be Reconciled: 0.00

Request #	Total Amount	Req Date	Description	Vendor	Status	Reconciled	Type	DocNumb
<p>Select the Accounting Code desired from the drop-down menu. The Accounting Code selected will display the default MU for that Code. If there is more than one sub-account for the account, select the desired sub-account from the drop-down menu</p>								

	Plan	Reconciled	Unreconciled	Total	Balance
Salary	0.00	0.00	0.00	0.00	0.00
All Other	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

Use the left mouse button to mark/unmark for reconciliation; use the right mouse button to select a record for viewing accounting data.

Get List Edit Acctg Procurement Print Update Cancel Close

Different criteria may be selected to return a specific listing of transactions:

Show All in the Salary selection area will return both Actual and Projected salaries

Show All in the Reconciliation area will return both Reconciled and Unreconciled transactions.

CATS - CRIS Allocation Tracking System - BDAILEY(2005) - [CATS - Account Status]

Year: 2005 Management Unit: 5013601925 MWA AD

SubAccount: 000 - Only One

Do Not Show Working AD700s: ☐

Select documents for the date range: to (Enter dates as MM/DD/YYYY)

Reconciled Date: 01/19/2005

Dollar Amount to be Reconciled: 0.00

☐ Show Salary
☐ Show Non-Salary
☒ Show All

☐ Show Reconciled
☒ Show Unreconciled
☐ Show All

Request #	Total Amount	Req Date	Description	Vendor	Status	Reconciled	T
5-3601-915-15000	73.08	10/2004	Employee Assistance ...	Employee Assistanc...	Approved		0
5-3601-915-15034	45.00	11/2004	Test 113	GSA Advantage	Credit Card		0
5-3601-915-15049	22.00	11/2004	Cell Phones - Test	Verizon Wireless	Other		0
5-3601-915-15049	28.00	11/2004	Cell Phones - Test	Verizon Wireless	Other		0
5-3601-915-15050	91.50	12/2004	Computer Supplies	CDW-G	Credit Card		0
5-3601-915-15054	62.50	12/2004	Electric Heaters	Holmes	Credit Card		0
5-3601-925-25000	200.00	10/2004	ADH: NPS Workshop...	ARS - National Prog...	Working		0
5-3601-925-25001	5,627.15	10/2004	Audio Visual Needs	Swank Audio Visuals	Working		0
5-3601-925-25002	28.68	10/2004	Toledo - 09/29-10/01/...	T. Nelsen	Working		0
5-3601-925-25003	2.97	10/2004	Toledo - 09/29-10/01/...	T. Nelsen	Working		0
5-3601-925-25004	228.50	10/2004	Columbia - 10/08-10/04	T. Nelsen	Working		0
5-3601-925-25005	20.55	10/2004	Columbia - 10/08-10/04	T. Nelsen	Working		0
5-3601-925-25006	147.00	10/2004	Madison - 10/12-13/04	A. Hewings	Working		0
5-3601-925-25007	34.90	10/2004	Madison - 10/12-13/04	A. Hewings	Working		0

	Plan	Reconciled	Unreconciled	Total	Balance
Salary	767,150.00	0.00	0.00	0.00	767,150.00
All Other	111,525.00	0.00	16,305.67	16,305.67	95,219.33
Total	878,675.00	0.00	16,305.67	16,305.67	862,369.33

Use the left mouse button to mark/unmark for reconciliation; use the right mouse button to select a record for viewing accounting data.

Get List Edit Acctg Procurement Print Update Cancel Close

Once the desired criteria has been selected, select *Get List* and the list of transactions will be displayed. The circled area above will provide a ‘mini’ status of funds for the selected account. The balances displayed will be as of the second the report is viewed.

To ensure accurate reporting for your information, it is imperative that cardholders enter transactions at the time orders are placed and that reconciliation with both PCMS and CATS is completed within the time frames specified by the Location/Area Administrative Office.

If a printout of the Account Status is desired, select *Print* from the option area of the status. The report will be displayed as a “Reconciliation Report” and can either be printed as is or saved to the computer as a file. The following print was saved as an Adobe PDF file.

Adobe Acrobat Professional - [Account Status print.pdf]

Reconciliation Report

Print Date: Wednesday, January 19, 2005 3:44:23PM

Year	Management Unit	Sub Account	This Report Contains		Selected Date Range				
2005	5013601925 - MWA AD	<< Not specified >>	Unreconciled Items Salary/NonSalary Items						

Request#	Request Date	Description	Vendor	Status	Total Amount	Reconciled	Type	Number	BOC
5-3601-915-15041	12/15/2004	AD/AAO Copier Maintenance Contract	Copy Products Co.	RCV Complete	198.88		CC	5-3601-915-15041	2670
5-3601-925-25000	10/05/2004	ADH: NPS Workshop, Chicago, IL, November 30-Dec 3, 2004	ARS - National Program Staff	Working	200.00		0700	5-3601-925-25000	2670
5-3601-925-25008	10/27/2004	Steven Shafer, Security Clearance, MWA Office	OPM	Other	3,085.00		0700	5-3601-925-25008	2670
5-3601-925-25039	11/29/2004	Registration fee - TCN	American Seed Trade Association	Approved	325.00		0700	5-3601-925-25039	2670
5-3601-925-25043	12/15/2004	Registration fee - T. Neisen	OSU Nursery Short Course	Credit Card	50.00		0700	5-3601-925-25043	2670
5-3601-925-25061	12/21/2004	Registration fee - T. Neisen	Midwest Dairy Conference	Working	50.00		0700	5-3601-925-25061	2670
5-3601-925-25062	12/22/2004	Office keys	Cops Inc.	Credit Card	14.50		0700	5-3601-925-25062	2670
5-3601-925-25063	01/06/2005	mj - Repair on HP Color Printer	Peoria Typewriter	Working	60.00		0700	5-3601-925-25063	2670
5-3601-925-25064	01/06/2005	Check Fee - 25061	Bank of America	Approved	0.50		0700	5-3601-925-25064	2581
5-3601-925-25065	01/06/2005	Check Fee - 25039	Bank of America	Approved	3.25		0700	5-3601-925-25065	2581
5-3601-925-25068	01/07/2005	Registration fee - T. Neisen	Small Farm Institute	Working	35.00		0700	5-3601-925-25068	2670
5-3601-925-25069	01/07/2005	Registration fee - T. Neisen	Personal Benefits Services	Credit Card	425.00		0700	5-3601-925-25069	2670
5-3601-925-25077	01/11/2005	Ames - 12/13-17/04	A. Hewings	Other	982.14		TRAV	5NS0336010400	2100
5-3601-925-25078	01/11/2005	Ames - 12/13-17/04	A. Hewings	Other	22.00		TRAV	5NS0336010400	2575
5-3601-925-25080	12/16/2004	Salary 6000 - Projected thru PP 24		Other	605,891.24		SLRY	SALA3	6000
5-3601-925-25081	12/16/2004	Salary 6000 - Lapse thru PP 24		Other	45,848.30		SLRY	SALA4	6000

Page 1 of 2

Print the Report:

- Select the Printer icon in the top left corner.
- At the Printer setup screen, select the destination printer for the report.
- Select **OK**.
- The next print screen allows the selection of pages to be printed and/or the number of copies desired. Select **OK**.

NOTE: If the computer has Adobe PDF as a printer selection, the report may be printed to the Adobe print file and saved to the computer for future reference, or select the Export Icon in the top left corner to export the report to another format, i.e. Adobe PDF, Excel, etc..

Please do not hesitate to contact the LAO if difficulties are experienced or further information is desired.